

# Executive Recruitment

## Community Development Administrator

Town of Eagar, Arizona

Recruitment Dates: First Review September 8, 2014, Open Until Filled

SALARY \$54,031 - \$72,772 per year annualized.

*Salary based upon qualifications.*

### RESPONSIBILITIES

Under administrative direction of the Town Manager, this position is responsible for all planning, direction, and supervision of the activities and operations of the Planning, Building, and Code Enforcement functions of the Town of Eagar; and assists with the management of the Eagar Municipal Property Corporation. The position is also responsible for coordination and drafting of grant applications and grant administration on behalf of the Town of Eagar and assisting the Town Manager with Economic Development efforts.

### QUALIFICATIONS

Requires a Bachelor's degree related to the occupational field or a minimum of 3 to 5 years of related experience. Knowledge of modern principles and practices of planning and building code design and enforcement; theory, principle and practices of public administration, relevant federal and state laws and local ordinances. Competitive salary with an excellent benefits package. Requires a valid Arizona driver's license.

### EVALUATION

Evaluation will be based on your resume, written materials and interviews. In your resume, please describe your experience as it relates to the responsibilities indicated in this description.

**APPLY:** The Town of Eagar is an equal opportunity employer. All qualified candidates are encouraged to apply by **September 8, 2014** (first review, open until filled). Applications, responses to the supplemental questions, resumes and cover letters will only be accepted electronically. **To apply** complete a Town of Eagar application that can be found on the Town's website at [www.eagaraz.gov](http://www.eagaraz.gov) and e-mail a cover letter and resume to Human Resources Manager, Eva Wilson at [e.wilson@eagaraz.gov](mailto:e.wilson@eagaraz.gov).





## **About the Town of Eagar**

Nestled at the base of the White Mountains in northeastern Arizona, the Town of Eagar serves as a central point to the region's recreational opportunities. Whether it's the winter skiing, fall colors, warm spring weather, or cool summer nights, Eagar is a natural choice for tourists. Recreational activities include downhill and cross country skiing, hunting, hiking, biking, golfing, camping, fishing, picnicking, and general sightseeing. A low crime rate, small town atmosphere, easy access to major transportation hubs, and an affordable quality of life make Eagar a popular choice for both business and residential relocation.

In the late 1800's the Eagar family homesteaded this part of northeastern Arizona among the tall ponderosa pines. Central to several small homesteads, the town was formed under the name "Union" as a symbol of the unity among the small settlements in the area. Incorporated in 1948, the town changed its name back to Eagar in honor of the original homesteaders. Along with its neighbor Springerville, the two communities are collectively known as the Round Valley.

## **Location**

The Town of Eagar is located in the northeastern portion of Arizona, approximately 18 miles west of the Arizona-New Mexico border. Eagar is approximately 4 hours from Phoenix through the tall pines and majestic view of the Mogollon Rim, or 2-1/2 hours from Flagstaff through the scenic southwestern scenery of the Painted Desert and Navajo Nation.

## **Economy**

At an elevation of 7,000 feet, Eagar lies at the crossroads of several major thoroughfares in northeastern Arizona. Today, natural resources are still a part of the community's industries. Two power plants and the timber-related industry form a substantial portion of the town's employment base, while ranching, retail, and industries in support of the popular tourist trade help to diversify the town's economy. Eagar, like all of Southern Apache County, is a designated Enterprise Zone, which can mean substantial tax savings for businesses expanding or relocating in the region.

## **Education**

The Eagar area offers excellent K-12 educational services through the Round Valley Unified School District and higher educational opportunities that produce a steady flow of qualified entrants in the workforce. Among these opportunities, Northland Pioneer College offers a variety of associates degree programs.

## **Employee Benefits**

The Town of Eagar offers an excellent benefits package, including medical, dental, vision, and prescription coverage for employees and eligible dependents. The Town also offers life insurance and long term disability coverage. Retirement is provided through the Arizona State Retirement System (ASRS). The Town operates on a four-day work week schedule with nine paid holidays per year. Vacation and sick leave programs based on length of service